

**REQUEST FOR PROPOSAL**

**Maternity Patient Room Finishes Renovation**

**SLB Building 1st & 2nd Floors**

Control Number: [Insert Control Number]

RFP Release Date: Febuary 16th, 2022

RFP Due Date: March 4th, 2022

Richmond University Medical Center

355 Bard Avenue

Staten Island, NY 10310

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**ATTACHMENT C** – Scope of Services - *please see attached*

Construction

The hospital is planning to upgrade interior finishes within 23 maternity patient rooms on floors 1 & 2 of the SLB building. To accomplish this, a phased room shut down will need to be initiated dependent on the patient census. The plan as of now is to close 4 contiguous patient rooms at a time which leads us to a total of 6 phases. Each phase is anticipated to last 2 weeks in duration.

Work within patient rooms is: (but not limited to, see architectural drawings for full scope

* + Remove patient room door and replace with new, re-use hardware
  + Remove all patient room flooring & replace with vinyl plank flooring
  + Patch all Gyp. Bd walls to receive new paint.
  + Remove ceiling tiles, light fixtures, etc. and replace with new, ceiling grid to remain and receive coat of paint, any damaged grid components must be replaced in kind.
  + Remove and replace all millwork, patient lockers, HVAC enclosures, etc.
  + Remove all electrical outlets from headwall, bring circuitry back up to ceiling to feed new Amico headwalls. Medical gases to remain as is. Install Amico headwall system, purchased and supplied by RUMC. Contractor to receive delivery and coordinate installation.

Work within patient toilets is:

* + Strip all floor and wall tile from toilets, replace with new.
  + Remove and replace all toilet fixtures, shower base & millwork with new.
  + Replace all light fixtures, mirrors, grab bars.

The maternity room interior upgrade is fundamentally a finishes change with no intended impact to building services requiring major shutdowns other than electrical circuitry which is conducted at the breaker panel serving the rooms.

1. **Specifications**
   1. Specifications are as noted on the architectural construction documents prepared by Stantec consulting services, dated 01-24-22
   2. Drawings:

C-000.01 Cover Sheet

A-000.00 Project Standards

A-001.00 Standard mounting heights

A-120.00 Demolition plan

A-130.00 Construction plan, door schedule

A-140.00 Reflected Ceiling plan

A-150.00 Power, Data, nurse call and FF&E plan

A-400.00 Fire stopping details

A-401.00 First floor typical A1 patient room and toilet room

A-402.00 First floor typical A2 patient room and toilet room

A-403.00 First floor typical B1 patient room and toilet room

A-404.00 First floor typical B2 patient room and toilet room

A-405.00 Second floor typical C1 patient room and toilet room

A-406.00 Second floor typical C2 patient room and toilet room

A-407.00 Second floor typical patient room and toilet room

A-408.00 First floor Typical enlarged toilet plans

A-409.00 Second floor typical enlarged toilet rooms

A-501.00 Millwork Details

A-502.00 Millwork Details

A-601.00 Finish Schedule

* 1. Headwall Drawings: Prepared by Amico dated 11-23-21 - Richmond Hill, Ontario

#01 Room type 1 & type 2

#01.1 Room type 1 & type 2

#2 Room type 3

#2.1 Room type 3

#03 Room type 4

#03.1 Room type 4

* 1. Phasing floor plan - preliminary: Prepared by RUMC facilities department

A-1 dated 2-9-22

# 1. Introduction

## 1.1 Invitation to Submit RFP

Richmond University Medical Center (RUMC) is pleased to invite you to submit a proposal in response to this Request for Proposal (RFP) to provide construction services for theMaternity Patient Room Finishes Renovation, SLB Building 1st & 2nd Floors project. The services and other details of this project, as well as information pertaining to the execution of a contract with the Respondent, will be outlined in the RFP summary in Section 1.3 of the Introduction.

Subject to both the availability of funds and the responses to this RFP, RUMC will select a respondent to provide the services. The respondent must be experienced in all aspects of the services. The respondent will only commence the services either, upon a written notice to proceed from RUMC, or upon the execution of the contract by the respondent and RUMC in the form of a contract draft. A contract draft is the initial draft subject to further review and revisions by RUMC prior to execution. RUMC will not be bound to the terms of any aspect of the contract draft, and the final acceptance of any successful proposal shall be subject to, and contingent upon, the negotiation between the parties of the contract in form and substance acceptable to RUMC. Nevertheless, **you should review the contract draft and be familiar with all of the terms and conditions set forth therein prior to submitting your proposal.**

A portion of the services may be funded with funds from other Federal, State, New York City and local sources (“Outside Funding”). Therefore, the contract and the services will be subject to all applicable requirements to fulfill the funding source provisions and guidelines.

Note, this RFP includes definitions to certain terms attached to the appendix. Please review the definitions to these terms prior to reading; as this RFP should be read in the context of those terms.

## 1.2 Background of RUMC

RUMC, is a 470+ bed healthcare facility and teaching institution in the areas of acute, medical and surgical care, including emergency care, surgery, minimally invasive laparoscopic and robotic surgery, gastroenterology, cardiology, pediatrics, podiatry, chronology, urology, oncology, orthopedics, neonatal intensive care and maternal health. The Medical Center earned The Joint Commission’s Gold Seal of Approval© for quality and patient safety.  
  
RUMC is a Level I Trauma Center and designated stroke center, receiving top national recognition from the American Heart Association/American Stroke Association. The state-of-the-art cardiac catheterization lab has PCI capabilities for elective and emergent procedures in angioplasty. RUMC maintains a wound care/hyperbaric center and a sleep disorder center on site at its main campus. The center also offers behavioral health Services, encompassing both inpatient and outpatient Services for children, adolescents and adults, including emergent inpatient and mobile outreach units. RUMC is the only Staten Island healthcare facility that offers inpatient psychiatric Services for adolescents. With over 2500 employees, RUMC is one of the largest employers on Staten Island. For more detailed information please see the RUMC website, [www.rumcsi.org](http://www.rumcsi.org).

## 1.3 Summary of RFP

### 1.3.1 General/Disclosure

The summary of terms, deadlines, and requirements for the Maternity Patient Room Finishes Renovation, SLB Building 1st & 2nd Floors, project is just for your convenience and may not include all requirements. This section should be used in conjunction with the entirety of the RFP including the appendices before submitting your proposal.

### 1.3.2 Project Information

Project: **Maternity Patient Room Finishes Renovation**

**SLB Building 1st & 2nd Floors**

Project Site: Richmond University Medical Center

355 Bard Avenue

Staten Island, NY 10310

Services: The respondent will provide the following… Interior renovation of patient rooms to include all new finishes, flooring, ceiling, lighting, toilet tile work, toilet fixtures, accessories and installation of owner provided headwalls. The “**Work**” hereinafter referred to as the “**Scope of Services**” (See Appendix A).

Refer to **EXHIBIT A: Attachment #1: Specific Requirements** (**SR**) which provides background information and details the project requirements.

**THE CONTRACTOR MUST SUBMIT A PROPOSAL THAT COMPLIES WITH ALL FORMAT AND INFORMATIONAL REQUIREMENTS FOR THE PROJECT**

Eligible Respondents: RUMC is seeking only qualified Contracting firms to provided construction services as outlined under the RFP for the [Insert Project Name Here]. The respondent shall be experienced in providing similar projects at hospital campuses or other similar settings.

Time Frame

RFP Issued: February 16th, 2022

Mandatory Pre-Proposal Meeting: Tuesday, February 22nd, 2022

RFI Deadline: Wednesday, February 23rd, 2022

RFI Response Date: ASAP

RFP Submission Deadline: February 25th, 2022

Anticipated Contract Execution: ASAP

Project Files: This document and any files referenced herein can be found online at [www.rumcsi.org](http://www.rumcsi.org).

### 1.3.3 Proposal Instructions

Submission:

To be delivered by hand or express mail or other nationally-known overnight courier addressed to the following address below. Submissions to this address require (1) original and (4) copies in a single envelope and an electric version on a USB flash drive. Please note that late submissions will not be accepted.

|  |  |
| --- | --- |
| Address  Richmond University Medical Center  355 Bard Avenue, Villa Building 3rd Floor  Staten Island NY 10310  ATTN: Jorge Negron  Recipients: Jorge Negron  AVP Supply Chain Management  Richmond University Medical Center  355 Bard Avenue  Phone: (718) 818-3836  Fax: (718) 818-2034  Email: jnegron@rumcsi.org |  |

### 1.3.4 RFI Process

Respondents shall submit RFI’s on the form provided to both Jorge Negron & Ronald Miller, assistant project manager.

### 1.3.5 Selection Criteria

Criteria on which RUMC will base its selection may include, without limitation, the following:

* The respondent’s and, as applicable, the proposed respondent team’s experience in providing services similar to the scope of services described herein.
* The quality of the respondent’s management, reputation, and references and, as applicable, the quality of the proposed respondent team.
* The terms under which the respondent will commit its personnel and, as applicable, the personnel of the proposed team members, without transfer and changes.
* The respondent’s demonstration of experience with respect to and expertise in all of the specific services contemplated under this RFP.
* The quality of the proposal and the degree to which it demonstrates the respondent’s full understanding of and the ability to perform the services to be rendered.
* Favorable history, if any, in contracting or doing business with RUMC.
* The proposed fee and schedules.
* Total work duration schedule (including, bidding and permit filling) utilizing GANTT chart project scheduling or similar.

### 1.3.6 Types of Funds

Capital Funding

### 1.3.7 Applicable Statutes

All legal requirements related to the outside funding including, without limitation, those specifically listed in any applicable agreement and/or annexed or referenced to in the contract draft.

### 1.3.8 Modifications and Addenda

All addenda issued must be signed and returned to RUMC.

# 2. General Requirements

## 2.1 Services to be performed

The respondent shall perform all work and services as specifically described in and required by the scope of services annexed as Appendix A. Prior to submitting your proposal, please be sure that you review and fully understand the scope of services.

## 2.2 Staffing

### 2.2.1 Personnel

The respondent shall, at its own expense, employ all personnel and retain all consultants and subcontractors (including the sub respondents and the respondent team, if any) as may be required to perform the services, and shall be solely responsible for their work, compensation, direction and conduct during and after completion of the project. The respondent and its subcontractors will be expected to cooperate fully with RUMC personnel. The respondent shall submit with its proposal resumes of its personnel and those of its subcontractors who will perform the services. The respondent, if selected, will be expected to use substantially the same personnel and subcontractors described in the proposal to perform the services. All personnel furnished by the respondent as required under the contract shall be employees or approved subcontractors of the respondent and not of RUMC.

### 2.2.2 Subcontractors

RUMC shall have the opportunity to review and approve all of the respondent’s consultants and subcontractors resumes prior to the commencement of any of the services. The respondent, and not RUMC, will be responsible for the subcontractor’s work, acts and omissions, subcontractors shall be required to adhere the same terms and conditions as the respondent. RUMC strongly encourages the use of local subcontractors.

## 2.3 Compensation

Subject to and in accordance with the final terms of the contract, RUMC shall compensate the selected respondent as follows:

### 2.3.1 General

Under the contract, RUMC, will agree to pay to the respondent the fee awarded amount. The contract price shall be the maximum compensation for all services provided by the respondent pursuant to the contract and all expenses of the respondent in connection therewith, including costs of any consultants and subcontractors. The fees shall be payable as provided for in section 2.1 and 2.2 of the general terms and conditions (Part II) of the contract and appendix C (Part III of the Contract).

### 2.3.2 Payments

In order to receive payment for services, the respondent will be required to submit an AIA formatted payment requisition setting forth in detail, for the period for which payment is requested, the services actually rendered. During that period, the amount of payment requested and due therefor. Invoices may not be submitted more than once per month. All invoices will be subject to RUMC’s review, verification and approval, and all payments shall be conditioned upon RUMC’s determination that all services have been performed satisfactorily and in accordance with the terms of the contract.

### 2.3.5 Sales and use Tax

RUMC is exempt from state and local sales and use tax. **SUCH TAX IS NOT TO BE INCLUDED IN PROPOSALS** or in invoices submitted under the contract. RUMC will provide the selected respondent with an appropriate sales and use tax exemption certificate.

## 2.4 Contract Conditions

### 2.4.1 General

The acceptance of any proposal shall be subject to, and contingent upon, the execution by RUMC of a contract substantially in the form of the contract draft annexed hereto as Appendix X. RUMC shall not be bound to the terms of the contract draft but shall use such form as a basis of negotiating a final contract with the selected respondent, if any.

### 2.4.2 Warranties

The respondent warrants and agrees that it:

2.4.2.1

Is an independent contractor and that neither it nor any of its employees is or shall be an agent, servant or employee of RUMC;

2.4.2.2

Shall defend, indemnify and holds harmless RUMC against any claims or damages relating to its acts and omissions;

2.4.2.3

Maintains insurance as specified in Appendix C with insurers licensed or authorized to provide insurance and in good standing in the State of New York, such policies to be in a form acceptable to, and include any conditions reasonably required by RUMC, and naming RUMC as additional insureds;

2.4.2.4

Shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interests, directly or indirectly, which would conflict in any manner or degree with the performance of the services as set forth in the contract.

2.4.2.5

Shall employ no person having such a conflict of interest in the performance of the services

## 2.5 General Cooitions, Terms, Limitation and Requirements

### 2.5.1 Proposal as offer to contract

Unless a specific exception is noted, submission of a proposal in response to this RFP shall constitute an offer on the part of the successful respondent to execute the contract substantially in the form annexed hereto as Appendix X. Any supporting documents or other items attached as exhibits to this RFP shall be incorporated into the contract. Respondent’s proposal shall remain open for acceptance by RUMC and shall remain firm and binding upon the respondent for at least 60 days after the date on which the proposals are received by RUMC, except that RUMC may by written notice to the respondent extend that date by an additional 45 days.

### 2.5.2 News Releases

Recipients of this RFP shall make no news or press release pertaining to this RFP or anything contained or referenced herein without prior written approval from RUMC. All news and press releases pertaining to this RFP must be made in coordination with RUMC.

### 2.5.3 Costs

RUMC shall not be liable for any cost incurred by the respondent in the preparation of its proposal or for any work or services performed by the respondent prior to the execution and delivery of the contract. RUMC is not obligated to pay any costs, expenses, damages or losses incurred by any respondent at any time unless RUMC has expressly agreed to do so in writing.

### 2.5.4 RUMC Rights

This is a “Request for Proposals” and not a “Request for Bids”. RUMC shall be sole judge of whether a proposal conforms to the requirements of this RFP and of the merits and acceptability of the individual proposals. Notwithstanding anything to the contrary contained herein, RUMC reserves the right to take any of the following actions in connection with this RFP: amend, modify this RFP; require supplemental statements and information from any respondents to this RFP accept or reject any or all proposals received in response to this RFP; extend the deadline of submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with this RFP; waive any conditions or modify any provisions of this RFP with respect to one or more respondents; reject any or all proposals and cancel this RFP, in whole or in part, for any reason or no reason, in RUMC’s sole discretion. RUMC may exercise any such rights at any time, without notice to any respondents or other parties and without liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation of a proposal or otherwise. All proposals become the property of RUMC.

### 2.5.5 Applicable Law

This RFP and any contract, subcontract or any other agreement resulting here from are subject to all applicable laws, rules, regulations and executive orders, policies, procedures and ordinances of all federal, state and city authorities, as the same may be amended from time to time, including without limitation, equal employment opportunity laws.

### 2.5.6 Modifications and Questions

2.5.6.1

RUMC will advise RFP respondents of any modifications to this RFP by posing them on the website. **Nothing stated at any time by any representative of RUMC or of any other entity shall effect a change in, or constitute a modification to this RFP** unless posted on the website or confirmed in writing by RUMC.

2.5.6.2

Respondents may submit questions and/or request clarifications from RUMC by submitting them in writing to the recipients at the recipient’s email address listed in the RFP summary (Section 1.3.3). All questions and requests clarifications must be submitted no later than the RFI deadline listed in the RFP summary (Section 1.3.2). Any questions or requests for clarifications received after this date will not be answered. All questions received through the question/clarification deadline will be answered no later than the RFI response date listed in the RFP summary (Section 1.3.2). RUMC shall post such answers on the website, so as to be available to all respondents, if RUMC determines that such answers provide material clarification to the RFP.

2.5.6.3

Respondents are reminded to check the website regularly to view updated information and answers to questions posed by other respondents that are necessary to aid the respondent.

2.5.6.4

During the contract, RUMC, in its sole discretion, may choose to work with the selected respondent and/or hire its services for projects other than or that exceed the scope of services described herein. RUMC’s decision to do so may be based on the firm’s relevant experience and its successful performance under the contract.

### 2.5.7 Disclaimer

RUMC and the writers of this document, and their respective officers, directors, agents, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, RUMC and the writers of this document do not warrant or make any representations as to the quality, content, accuracy, or completeness of the information, text, graphics, links or any other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaim any liability for any technical errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP or access to that website.

# 3. Specific Requirements

## 3.1 Structure and Content

### 3.1.1 Structure of Proposal

**The contents of your proposal should contain the following documents in the order listed here:**

Attachment A: Proposal Check List.

Attachment C: Non-Collusive Bidding Certification.

Attachment E: All-inclusive hourly rates by staff titles with resumes.

Attachment F: Offerors affirmation of understanding of, and agreement with, RUMC procurement requirements.

Attachment G: New York State Finance Law Section 139-j ND 139-K (“Lobbying Law”) - Disclosure statement.

Attachment H: 40% minimum MBE, WBE owned business.

Attachment I: Symplr Health Care credentials for all staff working on site.

### 3.1.2 Non-compliant Proposal

In furtherance of and without limiting RUMC’s rights as set forth in this RFP, non-compliant proposals may, in RUMC’s sole discretion, be considered “not responsive” and may be rejected by RUMC including, without limitation, proposals that are:

3.1.2.1

Not enclosed in separate sealed envelopes;

3.1.2.2

Not properly labeled;

3.1.2.3

Received by a person other than the designated recipients; and/or

3.1.2.4

Missing any information, certifications, supplemental forms or other documentation required by this RFP or by applicable law.

## 3.2 Pre-Proposal

**The pre-proposal information meeting, scheduled for   
Wednesday, February22nd, 2022 is mandatory** and if you do not attend the meeting, your proposal will not be accepted. Please confirm your attendance prior to **Wednesday, February 22nd, 2022 is mandatory**, by submitting Attachment B Confirmation of Attendance at Mandatory pre-proposal meeting.

## 3.3 Interviews

Interviews may be held with any or all of the respondents after the receipt of proposals. Short-listed interviews with RUMC will be scheduled after its initial review of proposals.

## 3.4 Selections

RUMC will review each respondent’s proposal in its totality. The selected respondent, if any, will be a respondent whose proposal is most advantageous to RUMC’s goals. See Section 2.5 for an explanation of the criteria on which RUMC will base a selection

## 3.5 Submissions

### 3.5.1 Requirements for Submission

3.5.1.1

You must submit your proposal indicated in Section 1.3.2.

3.5.1.2

All proposals must be delivered by hand or express mail or other nationally known overnight courier.

3.5.1.3

**Proposals are due and must be received by recipient at the location designated in Section 1.3.2 no later than the submission deadline. Proposals received after the indicated date and hour and/or at a different location may not be considered.**

3.5.1.4

RUMC reserves the right, in its discretion, from time to time, to postpone the date for submission and opening of proposals. Respondents are again reminded to check the website periodically for updated information, which may include a notice of postponement. Any proposal submitted prior to such notice may be withdrawn without prejudice.

3.5.1.5

Please note you must respond to this RFP in order to be eligible to be considered for the award of the contract for the services pursuant to this RFP.

3.5.1.6

For more information please contact both recipients in writing at the recipients’ email addresses located in Section 1.3.2

**ATTACHMENTS**

## ATTACHMENT A

**PROPOSAL CHECKLIST**

1. Outer Sealed Envelope:  
   Addressed to:

|  |  |
| --- | --- |
| Address  Richmond University Medical Center  355 Bard Avenue, Villa Building 3rd Floor  Staten Island NY 10310  Recipients: Jorge Negron  AVP Supply Chain Management  Richmond University Medical Center  355 Bard Avenue  Phone: (718) 818-3836  Fax: (718) 818-2034  Email: jnegron@rumcsi.org  DOC CONTROL# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RFP Title: Maternity Patient Room Finishes Renovation  SLB Building 1st & 2nd Floors |  |

For each address the following should be enclosed

1. One (1) set of originals; Four (4) sets of copies;
2. One (1) USB Flash Drive in PDF Format – in a single PDF file of the proposal package that includes the following:
   * 1. Proposal Narrative
        1. Title Page
        2. Proposal Cover Letter
        3. Executive Summary
        4. Table of Contents
        5. Technical Proposal
        6. Staff Resumes
     2. Completed Attachments
        1. Attachment A: Proposal Check List.
        2. Attachment C: Non-Collusive Bidding Certification.
        3. Attachment E: All-inclusive hourly rates by staff titles with resumes.
        4. Attachment F: Offerors affirmation of understanding of, and agreement with, RUMC procurement requirements.
        5. Attachment G: New York State Finance Law Section 139-j ND 139-K (“Lobbying Law”) - Disclosure statement.
        6. Attachment H: 40% minimum MBE, WBE owned business.
        7. Attachment I: Symplr Health Care credentials for all staff working on site.
     3. Exhibit B – Attachment #2: Acknowledgement of Addenda.
     4. Exhibit B – Attachment #1: Fee Proposal.
     5. Exceptions to the terms and conditions specified in the RFP and general contract provisions Attachment D.

**LATE OR UNSEALED PROPOSALS WILL NOT BE CONSIDERED**

## ATTACHMENT B

**Confirmation of Attendance at Mandatory Bidder’s Conference**

**Confirmation of attendance at pre-proposal conference**

**This will confirm my/our attendance at the Mandatory Pre-Proposal Meeting to be held at 10:00am on Tuesday, February 22nd, 2022 at Richmond University Medical Center, 355 Bard Avenue, Staten Island, NY 10310. Please note that we will meet in the hospital lobby.**

**NAME OF FIRM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FAX Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME(S) OF ATTENDEES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THIS FORM SHOULD BE FAXED AT: 718-818-2034**

**ATTN: Jorge Negron**

**Supply Chain Management**

**Richmond University Medical Center**

**355 Bard Avenue**

**Staten Island, NY 10310**

## APPENDIX A SCOPE OF SERVICES

**To:** Contractor/Construction Company

**Re: Request for Proposal for construction services for the:**

Maternity Patient Room Finishes Renovation

SLB Building 1st & 2nd Floors

**project at** SLB Building 1st & 2nd Floors **(“Solicitation”)**

**Introduction**  
The Richmond University Medical Center (RUMC) is seeking proposals for construction services for the Maternity Patient Room Finishes Renovation

SLB Building 1st & 2nd Floors

project at SLB Building 1st & 2nd Floors

The scope of services includes interior renovation of patient rooms to include all new finishes, flooring, ceiling, lighting, toilet tile work, toilet fixtures, accessories and installation of owner provided headwalls.

1. , as outlined under this RFP. Refer to Exhibit A: Attachment #1: Specific Requirements (SR) which provides background information and details the construction project requirements under this solicitation. The contractor must submit a proposal that complies with all format and informational requirements for the project.
2. **Overview**
   1. The selected contractor will be selected to provide construction services as outlined under the RFP.
3. **Summary of Scope of Services**
   1. Design/Construction Lead; Contractual Requirements: The selected consultant is required to perform all design/construction services as outlined in this RFP.
   2. Phases: Refer to specific requirements for this information.
   3. Project Schedule: Refer to specific requirements for this information.
4. **Proposal Requirements**
   1. General: The solicitation consists of this cover letter, and exhibits and attachments thereto.
   2. Proposal Format: Proposals must be submitted in accordance with the requirements of section V. and VI. below.
   3. RUMC Representative for this solicitation is Jorge Negron, (“RUMC Representative”)
   4. Any inquiries regarding this solicitation must be submitted in writing to RUMC, by the deadline stated below, to the following e-mail address: jnegron@rumcsi.org
   5. Pre**-**Proposal Conference: The pre-proposal information meeting, scheduled for Tuesday, February 22nd, 2022 attendance is mandatory.
   6. Solicitation Schedule:Proposers must comply with the following schedule due sates and time listed below:

|  |  |  |
| --- | --- | --- |
| Activity | Date | Time |
| RUMC issues solicitation | 2-16-22 | - |
| Mandatory pre-proposal meeting | 2-22-22 | 10:00 am |
| Consultants’ questions deadline | 2-23-22 | 3:00 pm |
| RUMC Issues Addendum, if needed, & RUMC responses to any submitted written questions | 2-24-22 | 3:00 pm |
| Proposal submission due | 2-25-22 | 3:00 pm |

1. **Proposal Narrative Format**
   1. Cover Letter (1 page)
   2. Executive Summary (1 page)
   3. Table of Contents (1 page)
   4. Technical Proposal
      1. Understanding of the services, including:
         1. Demonstrates an understanding of the intent and scope of the project.
         2. Experience with projects of similar scope, complexity, and magnitude including experience at RUMC or other infectious disease control healthcare facilities. Include profiles of 3-5 projects completed by the consultant which are of similar scope.
         3. Past similar experience dealing with key issues/problems and mitigation of such issues;
         4. Any additional issues or matters associated with this type of project, which the consultant believes should be addressed;
      2. Approach: The proposal shall include a description of the consultant’s manager management and organizational approach, e.g., proposed effort for completing the services on schedule; the methods to be used to coordinate team members, as well as a clear and comprehensive approach to successfully managing the services.
      3. Schedule: Demonstrate the capacity of the consultant team to complete the design phase scope within the time frame given in the specific requirements.
   5. Part 2: Staffing Plan
      1. Identification of Staff: Provide the following information for key staff only: name and title; a summary resume; project responsibilities; and qualification to perform the stated services. Provide this information for key staff under both the consultant and the sub-consultant included in the proposal. (1 page limit per resume)
      2. Testing Services: In addition to the above, identify the proposed testing company: provide the required licenses, where required.
      3. Organizational Chart: Include a chart identifying the staff members assigned to the project. Indicate firm name and staff members’ names and titles of consultant and sub-consultant; and show the lines of communication and responsibilities. Indicate staff members with active Symplr credentials.
   6. Part 3: Fee Proposal: Refer to Exhibit B – Attachment #1 Bid Form.
2. **Evaluation Criteria**
   1. Evaluation Criteria: The technical proposal [Parts A and B of the proposal, as per section V. of this solicitation] will be evaluated first; and the most highly rated proposals will be selected for opening of the fee proposals.
      1. **Firm Experience: 30%**
      2. **Project Approach: 25%**
      3. **Staffing Plan and Capacity: 35%**
      4. **Fee: 10%   
           
         Total possible score: 100%**
   2. Highest rated and most cost-effective proposal will be selected

# **EXHIBIT A**

**ATTACHMENT #1: Design Project Information**

**Specific Requirements**

1. Scope of Services
   1. General Design Goals: [Please see Attachment C – Scope of Services]
2. Specifications
   1. [Please see Attachment C – Scope of Services]
3. Schedule Requirements
   1. Design Phase Duration: [Please see Attachment C – Scope of Services]
   2. Overall Project Schedule: [Please see Attachment C – Scope of Services]
4. List of Design/Construction Components
   1. Architectural
      1. [Please see Attachment C – Scope of Services]
   2. Structural
      1. [Please see Attachment C – Scope of Services]
   3. Specification Writing
      1. [Please see Attachment C – Scope of Services]
   4. Cost Estimating
      1. [Please see Attachment C – Scope of Services]
   5. Construction Administration
      1. [Please see Attachment C – Scope of Services]
5. Specific Tasks Expected of the [Insert either engineer or architect or consultant or contractor]
   1. [Please see Attachment C – Scope of Services]
6. Specific Requirements Expected of the [Insert either engineer or architect or consultant or contractor]
   1. Development Phase
      1. 25% Completion
         1. [Insert the requirements of a 25% completion]
      2. 50% Completion
         1. [Insert the requirements of a 50% completion]
      3. 75% Completion
         1. [Insert the requirements of a 75% completion]
      4. 100% Completion
         1. [Insert the requirements of a 100% completion]
   2. Bidding Phase
      1. Publish drawings specifications for bid.
      2. Bidders walkthrough
      3. RFI review and responses
      4. Issue Addenda
      5. Bid review and leveling
      6. Bidders interviews
   3. Construction and close-out phases
      1. Attend construction progress meetings as required
      2. Provide site observations and field reports
      3. Provide close-out activities including as-built drawings, as required.
      4. Close all associated permits.
7. Meetings and field visits
   1. Below are the minimum required meetings for a contract:
      1. Design kick-off meeting
      2. Field visits during design phases as the consultant may need to verify existing conditions
      3. A design progress meeting after RUMC review of each deliverable submission.
   2. Prepare, revise and distribute meeting minutes to all attendees.
8. Expediting Services
   1. Agency filings must be included. Including Permit close after the project is signed off.
9. Special Inspections
   1. The Consultant must identify all special Inspections as required by Federal/State/NYC codes and provide sign-on and sign-off on all required technical responsibility forms.

**END OF EXHIBIT A – Attachment #1**

# **EXHIBIT B**

**ATTACHMENT #1: Fee Proposal**

**(MUST BE PLACED WITH PROPOSAL)**

[Please see Attachment C – Scope of Services]

Using the table below, please indicate the fee per phase and applicable category. Also, please indicate the lump sum on the bottom.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM | Phases | Construction Service Fee | Permit Filing Fee | Bidding Fee | CA Fee |
| 1 | Phase-1 | $ | N/A | N/A | N/A |
| 2 | Phase-2 | $ | N/A | N/A | N/A |
| 3 | Phase-3] | $ | N/A | N/A | N/A |
| 4 | Phase-4 | $ | N/A | N/A | N/A |
| 5 | Phase-5 | $ | N/A | N/A | N/A |
| 6 | Phase-6 | $ | N/A | N/A | N/A |
| Total per Category | | $ | N/A | $ | $ |
| Total | | | $ | | |

1. Design service fee to include (If applicable to project): Site investigations (By Symplr credentialed staff only), as built documents, probes, testing and report (If applicable asbestos, lead, and any project specific testing), (If applicable to project) asbestos and lead paint abatement documents, 100% construction documents, construction budgets by phases, RUMC site meetings (number of meetings will be limited by RUMC).
2. Permit filing fee to include: Expediting and responding to government entities (all applicable government entities in the federal, state, city, and local level) as needed to obtain approvals. Permit closing documents upon work completion for RUMC’s file.
3. Bidding fee to include: Published drawings and specifications for bid, bidders’ walkthrough, RFI review and responses, addendums, bid review and leveling, bidders’ interviews, including RUMC site meetings (Site meetings will be limited by RUMC).
4. CA fee to include: Progress meetings and construction observational visits (number of which will be decided by RUMC) by Symplr credentialed staff only, photographic field reports, field conditions construction documents, addendums, submittal reviews, special inspections. Additional site visits, if deemed required will be invoice at standard hourly rates.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Respondent Frim Name TYPE)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal Name TYPE)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(Principle Name SIGNATURE) DATE

**END OF EXHIBIT B – Attachment #1**